

Secretary-Typist, GS-5

Vacant

Reports Division (D/R), O/RR  
Office of the Chief

As Secretary-Typist, D/R, acts as Secretary to the Chief, D/R and assists in the internal administration of D/R. Must be thoroughly familiar with administrative and office procedures and keep the Chief, D/R, advised of priorities, appointments, conferences, and other pertinent matters. Must be familiar with O/RR staff procedures and able to follow accepted forms of correspondence without direction. Assists in the operations of the several Branches of D/R as required.

Takes rapid dictation and types rough notes and drafts in final form with a minimum of direction. Prepares routine reports from rough notes and drafts, including such items as memoranda, letters of transmittal, and official correspondence for the signature of the AD/RR and the Chief, D/R.

Requires in typing not only facility and speed but also a high degree of accuracy and neatness and cleanness of copy in order to conserve time and materials, maintain an uninterrupted flow of work under pressure, and insure the mechanical correctness of the final copy for despatch.

Types rough drafts into stencils and ditto sheets when necessary with a minimum of direction. Runs the ditto machine as required.

Requires initiative, alertness, and versatility. Must be able to adapt herself readily to increasing responsibilities.